



## Wyoming Department of Education


Dr. Jim McBride, Superintendent of Public Instruction  
Hathaway Building, 2nd Floor, 2300 Capitol Avenue  
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website [www.k12.wy.us](http://www.k12.wy.us)

---

### MEMORANDUM NO. 2010-144

**TO:** School District Superintendents  
Business Managers  
School Principals  
Personnel Directors  
Secretarial Staff

**FROM:** Aleta Nichols, Data Quality Specialist  
Information Management Division 

**DATE:** August 23, 2010

**SUBJECT:** Dealing with Data Forms – Fall 2010 WEN Video Training

---

### INFORMATION TO SHARE

**The Wyoming Department of Education (WDE) will hold a training session on Tuesday, September 7<sup>th</sup> from 3:00 p.m. to 5:00 p.m. to address the Excel and web-based collections due at the beginning of the school year.** The training session will be interactive and administered over the Wyoming Equality Network (WEN) Video. This memorandum will answer districts' most frequently asked questions regarding the fall 2010 web-based, Excel and paper-based data collections and provide information on the upcoming training.

#### **When is the Training?**

The Dealing with Data Forms training will be held on **Tuesday**, September 7, 2010, from 3:00 p.m. to 5:00 p.m. via the WEN Video.

#### **What is the Fall Collection?**

The fall 2010 data collection includes various WISE-based, web-based, Excel-based and paper-based data collections submitted to the WDE by districts and schools in Wyoming at the beginning of the school year.

A preliminary of the WDE618-Fall Reporting Certification Checklist which lists the data forms included in the fall collection will be posted on the forms inventory website no later than Friday, August 27, 2010,

<https://wdesecure.k12.wy.us/stats/forms.inventory>.

School District Superintendents  
Business Managers  
School Principals  
Personnel Directors  
Secretarial Staff  
Memo No. 2010-144  
August 23, 2010  
Page 2

### **What is the Purpose of the WDE618?**

The WDE618 serves two purposes. First, it is the required legal assurance from districts that certain fiscal collections have been submitted. The signature of the District Superintendent is required. Second, it is a resource for staff of districts and schools for scheduling and reporting the various data that are required by state or federal statute. It lists all collections including WISE, web-based, Excel and paper based that are bundled as the fall data collection due at the beginning of the school year.

### **Who Should Attend?**

The WDE recommends the following staff members attend this meeting: Staff who are responsible for pulling the data elements for collection forms as well as data entry staff.

### **When to Sign Up?**

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. The last date to sign up your WEN Video site is Friday, September 3, 2010.

### **What is the Agenda?**

This training will detail the submission process and provide helpful hints for working with the WDE Excel and web-based data collections.

Information on the new full legal name requirements for student level data collections will be reviewed. Guidance regarding Student Legal Names, including Student Legal Names Training and the Student Legal Name Guidebook, can be found at <http://www.k12.wy.us/wise/default.aspx>

Along with details on the submission process, WDE program managers will be available to respond to questions that district personnel may have about some of the fall collections. The collections expected to have program managers present include:

- WDE537-Summary of Summer Programs
- WDE549-District Report of Neglected and Delinquent Counts
- WDE613-Gifted/Talented Summary

School District Superintendents  
Business Managers  
School Principals  
Personnel Directors  
Secretarial Staff  
Memo No. 2010-144  
August 23, 2010  
Page 3

**When are the Various Collections Due?**

The fall data collections are each due on specific dates. Some are legislatively mandated, and others are driven by the needs of the Department to meet statutory federal and state reporting requirements. Those collections bundled as the fall data collection are listed on the WDE618-Fall Reporting Certification Checklist. The preliminary WDE618 will be posted to the forms inventory no later than Friday, August 27, 2010.

**Who to Contact for More Information?**

If you have any questions regarding the Dealing with Data Forms Fall 2010 training, please contact Aleta Nichols at 307-777-7009 or [anicho@educ.state.wy.us](mailto:anicho@educ.state.wy.us)

If you have any question about WEN Video, please contact your local high school or community college and ask for the WEN Video scheduler.

AN:tw